Vendor Pay Services

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August 2003

Your Financial Partner @ Work

Presentation Agenda

- Vendor Pay Mission / Organization
- Vendor Pay Orientation
- Major Areas of Emphasis

Commercial Pay Business Line

Commercial Pay Business Line
Sally A. Smith, Director

Martha J. Stearns,
Deputy Director

CDR Tom Grady
Executive Officer

Contract Pay Product Line
Columbus

- **Operations**
- **Reconciliation Directorate**
- **Reconciliation Support**
- **Financial Reporting**

Analysis and Customer Support
Columbus

- Analysis & Reporting
- Customer Service
- Procedures
  - Army
  - Air Force
  - Marine Corps
  - Navy
  - Defense Agencies
- **1-800-756-4571**

Strategic Business Office
Columbus

- DPPS/DCD
- DRID Issues
- Strategic Plans
- Support Interface

Systems, Quality, Process & Electronic Commerce
Columbus

- Electronic Commerce
- Systems
  - Contract Pay (MOCAS)
  - Vendor Pay
    - STARS-OP
    - CAPS
    - IAPS
    - DLA
    - Other
- Quality

Vendor Pay Product Line
Columbus
Kevin Frisby
Acting Director

- **Army Support Director**
  Tony Bedwell
  Indianapolis
- **Navy Support Director**
  Richard Helms
  Norfolk
- **Air Force Support Director**
  Barbara McKown.
  Dayton
- **Acting Marine Corps/Defense Agency Support Director**
  John Eschenbrenner
  Columbus

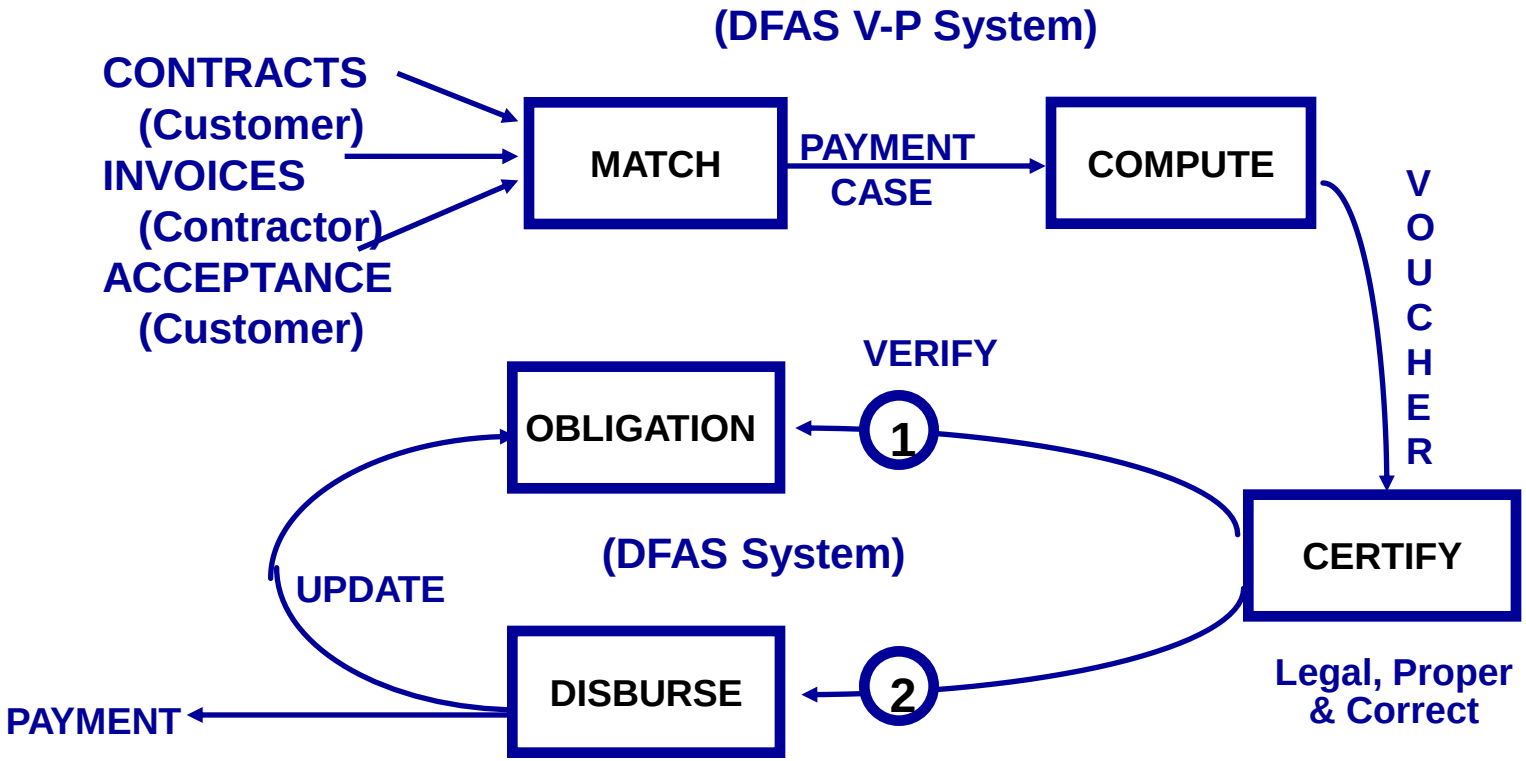
What is Vendor Pay?

- Payment for day to day goods and services
- Encompasses entitlement determination for
  - Non-DCMA administered contracts
  - Transportation payments
  - Miscellaneous payments to businesses and individuals
- Vendor payments made at 22 DFAS locations
  - Using 14 different systems

Magnitude of Vendor Pay (Annual Operations)

- 10 million invoices paid
- 150,000 contractors and vendors
- Approx. $75B disbursements
- 2100 military, civilian, and local national employees

Current Process



Electronic Commerce Strategy

Strategic Direction

Current

- EDI
- EDA
- EDM
- WInS
- WAWF
- VPIS
- ERP

Future

100% Paperless

Moving to a truly electronic environment

Other Initiatives

- PowerTrack - more than transportation
- Customer Automation and Reporting Environment (CARE)
- Business Systems Modernization (BSM)
- Transportation Financial Management System - MTMC (TFMS-M)
- Enterprise Resource Planning Systems (ERP)
- MOCAS Rehost
- Virtual Electronic Contracting Office (VECO)

Web Invoicing (WInS)

- Internet application for invoicing
  - Allows contractor to enter invoice data and perform significant edit-checks to help ensure the submission is correct the first time
  - Saves time and money: Web Invoicing eliminates postage, snail mail, and much paperwork
  - Invoice/voucher usually enters the DFAS system within 24 hours
  - Flows into Wide Area Work Flow (WAWF)

Wide Area Work Flow (WAWF)

Strategic Direction

- Internet application for receipt/acceptance/ invoice
  - Allows contractor to submit invoices and/or receiving reports
  - Contractors may view history folder to check the status of documents
  - Rejected documents may be corrected and resubmitted
  - Saves time and money: Web Invoicing eliminates postage and excess paperwork
  - Invoice/voucher usually enters the DFAS system within 24 hours
  - Service is free to contractors

Definition of a Proper Invoice

- Required Elements

1. Vendor's Name (Business or Individual)
2. Invoice Date
3. Government Contract Number
4. Description of Goods or Services (use description in contract), include the following:
   - CLIN / SLIN / ELIN
   - Quantity Shipped
   - Price per Item
5. Shipping Terms (if included in contract)
6. Payment Terms (including discount, if offering has or is being made)
7. Taxpayer Identifying Number (unless previously recorded in CCR)
8. Banking Information (unless previously recorded in CCR/CEFT)
9. Contact Name (where practicable), Title, and Telephone Number

Receiving Report (5 CFR Part 1315.9)

- Name of Vendor
- Contract Number or other authorization number
- Description of goods and services
- Quantities received and accepted or services performed, if applicable
- Dates(s) goods delivered or services performed
- Date(s) goods or services accepted
- Signature (or electronic alternative when supported by appropriate internal controls), printed name, telephone number, mailing address of the receiving official, and any additional information required by the agency
- DODIG has recommended the use of the DD Form 250 be mandated to document receipt and acceptance
- 5 working days to submit Receiving Report after acceptance

Contact Phone Numbers for Payment Issues

Contact Phone Numbers by Location:

Web Site: http://www.dfas.mil/custsrvc/#NUMBER

Site Location	Phone number	Site Location	Phone Number
Charleston	800-755-3642	Columbus	800-756-4571
Dayton	800-756-4571	Germany Army	631-413-4395
Germany AF (Limestone)	800-337-0371	Indianapolis	888-332-7366
Japan Army	011-81-3117-55-2186	Japan Navy	011-81-3117-55-2932
Japan Air Force	011-81-3117-55-6049	Japan Marine Corps	011-81-3117-55-2942
Kansas City	816-926-7480	Lawton	888-445-5154
Lexington	859-293-4344	Limestone	800-337-0371
Norfolk Army	757-443-4752	Norfolk Navy	800-209-1628
Omaha	800-330-8168	Orlando Army	407-646-4899
Orlando Air Force	407-646-4338	Pacific	808-472-8050
Pensacola	800-328-9371	Rock Island	309-782-9051
Rome	800-553-0527	Saint Louis	877-782-5680
San Antonio	888-478-5636	San Bernardino	800-779-1903
San Diego	800-445-9747	Seaside	800-582-8780
Indianapolis Transportation	888-425-7729	Norfolk Transportation	757-443-4738

Vendor Pay Service Network Level Points of Contact

Thomas (Tom) Castleman
(On behalf of Mr. Tony Bedwell)
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Army Vendor Pay
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Indianapolis, IN 46249
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DFAS-BVFZ/DY
Air Force Vendor Pay
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Dayton, OH 45420
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John Scott
(On behalf of Mr. Rick Helms)
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Navy Vendor Pay
DFAS Norfolk
Norfolk, VA 23511-3431
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Lillian Gray
(On behalf of Mr. John Eschenbrenner)
DFAS-BVDZ/CC
USMC / Defense Agencies
3990 Broad St
Columbus, OH 43213
(614)693-0306
lillian.gray@dfas.mil

Vendor Pay Areas of Emphasis

- Strategy / Balanced Scorecard
- Customer Service - Provide Best Value Service (Performance/Cost Mgmt)
- Overage NTE 3%
- 40% Interest Penalty Reduction
- Discounts Taken - Not Less Than 90%
- Electronic Commerce
- Vendor Pay Inquiry System (VPIS)
- Standardization; Streamline Process
- Business Case Analysis (BCA)

Helpful Web Links

Prompt Pay Act: http://www.fms.treas.gov/prompt/index.html

FAR: http://www.arnet.gov/far/

DFARS: http://www.acq.osd.mil/dp/dars/dfars.html

Critical portions relating to invoices are:

- Prompt Pay Act: 5 CFR 1315, Part 1315.9b
- FAR: 32.905 (invoice requirements)
- FAR: 32.903 and 32.904 (Designated Billing Office processes)
- DFARS: Appendix F

Vendors - www.dfas.mil/money/vendor

EC/EDI Initiatives: http://www.dfas.mil/ecedi/

Kevin Frisby, Acting Director, Vendor Pay Services

email: kevin.frisby@dfas.mil

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